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Approved For Release 2000/06/06 : CIA-RDP78-06096A000100010004-6

Office Memorandum • UNITED STATES GOVERNMENT~~CONFIDENTIAL~~

TO : Chief, Intelligence School

DATE: 24 May 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 11
10 - 21 May 19651. Intelligence Orientation Course

25X1A

Intelligence Orientation Course #77 began on 17 May 1965 with an enrollment of 27 students -- of whom two attended the first week only prior to starting further training at [REDACTED] on 24 May 1965. Messrs. [REDACTED] gave these two trainees special tutorials on the Agency's support structure [REDACTED] to cover the major aspects of the second I.O. week. Of the 25 students taking the full two-weeks course, almost one-half are from the DDI and one-fourth from the DDP. More than half have had less than one year's Agency service, while the grades range from GS-05 up through GS-15.

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2. Conference on Project USEFUL

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Messrs. [REDACTED] conferred with Mr. [REDACTED], Chief, Headquarters Training, regarding the 25 - 26 May 1965 orientation course of Project USEFUL. [REDACTED] explained in detail the considerable planning and administration necessary for the successful conduct of the course. Since IOF will be assuming responsibility for this abbreviated phase of Project USEFUL, it was decided that [REDACTED] would sit in on the May course and assist [REDACTED] wherever possible.

3. Special Briefings

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a. [REDACTED] presented the following special briefings during this period:

1. On 12 May 1965, an unclassified lecture -- approved in advance by [REDACTED] -- to the American Society for Industrial Security regarding "The Role of CIA". The group, which met at a downtown restaurant, consisted of about 65 senior security officers both from government and private enterprise.

2. On 14 May 1965, an hour and a quarter briefing in the CSC Building to some 40 AID officers, assigned to various countries abroad, regarding the Agency and its mission and functions, with particular stress on field relationships.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A b. On 13 May 1965, [REDACTED] briefed some 74 Department
of State FSR's and clericals assigned to various overseas
25X1C posts, who were attending the FSI Foreign Service Orien-
25X1C tation at New State, regarding the mission and function
of the Agency. [REDACTED]

4. Personnel Note

25X1A [REDACTED] completed the second and final week of
25X1A [REDACTED] Course Phase II, which ended on 21 May
25X1A 1965, at the [REDACTED], and returned to
duty with the IOF today.

[REDACTED] 25X1A

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UNITED STATES GOVERNMENT*Memorandum*

TO : Chief, Intelligence School

DATE: 21 May 1965

FROM : Deputy Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 11
10 - 21 May 19651. Number in Clerical Induction Training:3 - 7 May 196510 - 14 May 196515 trainees in classes13 trainees in classes3 of these entered classes
for the first time5 of these entered classes
for the first time2. Number in Clerical Orientation Training:3 - 7 May 196510 - 14 May 19659 trainees8 trainees3. Results of Official Agency Testing Administered in
Clerical Induction to Entrance-On-Duty Employees:3 - 7 May 1965Typewriting
Shorthand

<u>Tested</u>	<u>Passed</u>
5	1
2	1

10 - 14 May 1965Typewriting
Shorthand

<u>Tested</u>	<u>Passed</u>
10	1
4	1

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Bi-Weekly Activities Report, No. 11
10 - 21 May 1965

4. Results of Official Agency Testing Administered to Applicants:

3 - 7 May 1965

	<u>Tested</u>	<u>Passed</u>
SET	41	
Typewriting	10	3
Shorthand	3	0
Card Punch Operator		
Aptitude Test	1	

10 - 14 May 1965

	<u>Tested</u>	<u>Passed</u>
SET	26	
Typewriting	21	4
Shorthand	11	0
Card Punch Operator		
Aptitude Test	0	

5. Results of Official Agency Testing Administered by Clerical Refresher:

10 - 11 May 1965

	<u>Tested</u>	<u>Passed</u>
Typewriting	10	2
Shorthand	12	1

6. NSA Training Personnel Attend COT Classes: On 12 May, [REDACTED] of the National Security Agency visited Clerical Orientation Training to observe our method of conducting telephone training. These two instructors expressed an interest in returning to hear the lecture on protocol which is given as a part of this same program.

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Bi-Weekly Activities Report, No. 11
10 - 21 May 1965

7. Personnel Notes:

25X1A a. Miss [REDACTED] entered on duty in Clerical
Training on 10 May. She will serve as Training Assist-
25X1A ant in Clerical Induction Training. She is to replace
Mrs. [REDACTED] who will be going on maternity
leave on 23 May.

25X1A b. [REDACTED] resigned from the Agency
on 30 April. She was married on 15 May.

25X1A c. [REDACTED] were on
leave during the week of 10 May. [REDACTED]
will be on leave from 18 - 28 May.

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